



MASTER DEVELOPMENT PLAN SUBMITTAL CHECKLIST

Planning & Community Development

The following information is typically needed in order to submit an application for review. Depending on the scope of work, some items may not apply or may be combined. If you have a question on required items, please call (206) 801-2500 or stop by our office. Read each item carefully and provide all applicable information. **All construction drawings must be drawn to an architectural scale (e.g. 1/4" = 1'), while site plans and civil drawings must be drawn to an engineering scale (e.g. 1" = 20').**

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| <ul style="list-style-type: none"><input type="checkbox"/> Permit Application<input type="checkbox"/> Critical Areas Worksheet<input type="checkbox"/> Master Development Plan Criteria attached attached for review. Describe how the proposed plan complies with the "Decision Criteria".<input type="checkbox"/> Pre-Application Meeting Date:
_____ (ask for handout). A pre-application meeting with the City is required prior to submitting an application for any Type C action and/or for a project located in a critical area. A pre-application meeting is required before a neighborhood meeting.<input type="checkbox"/> Early Community Input Meeting Date(s):
_____.<ul style="list-style-type: none"><input type="checkbox"/> Copy of Early Community Input Meeting mailing labels and meeting notice. Community input is required to include soliciting input from stakeholders, community members and any other interested parties.<input type="checkbox"/> Copy of tape, video or transcription. Tape recording, video recording, or a court reporter transcription of this meeting or meetings is required at the time of application.<input type="checkbox"/> Copy of Early Community Meeting(s) attendance sheet(s).<input type="checkbox"/> Copy of written responses to meeting participant's comments. The applicant shall provide an explanation of the comments of these entities to the City regarding the incorporation (or not) of these comments into the design and development of the proposal.<input type="checkbox"/> Neighborhood Meeting Report Date:
_____ (ask for handout). A summary of the neighborhood meeting.<input type="checkbox"/> Environmental Checklist – three (3) copies required. The checklist should be completed in ink, or printed, and signed by the applicant. All | <p>questions should be answered as completely as possible.</p> <ul style="list-style-type: none"><input type="checkbox"/> Survey Map (reference datum, control points, NAD 83/91, and NAVD 1988).<input type="checkbox"/> Site Plan<input type="checkbox"/> Civil Plan<input type="checkbox"/> Vicinity map that identifies surrounding uses and zoning within 500' of the site boundary.<input type="checkbox"/> Traffic impact study prepared by a licensed engineer that describes traffic impacts associated with each phase of development and at full build-out of the project, and a plan for accommodating this traffic. The specific content of the traffic impact study shall be determined by the City's Traffic Engineer.<input type="checkbox"/> Parking impact study describing the parking demand associated with each phase of the development and at full build-out of the project, and a mitigation plan for accommodating parking demand on the site.<input type="checkbox"/> Master Drainage Plan in accordance with the <i>Department of Ecology Stormwater Management Manual for Western Washington</i>.<input type="checkbox"/> Critical Area Reports may include wetland or stream delineation, buffer determinations, functional assessments and associated mitigation measures; wildlife habitat surveys; geotechnical evaluations; and any other special reports or surveys required by the Director.<input type="checkbox"/> Master Development Plan narrative:<ul style="list-style-type: none">• Description of the mix of uses, including number of units and/or total gross square feet devoted to each, and approximate location on the site.• Phasing Plan for implementation of the proposed development and mitigation. |
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Business Hours: M – F 8:00 a.m. to 5:00 p.m. ♦ Permit Processing Hours: M – F 8:00 a.m. to 4:00 p.m.

17500 Midvale Avenue North, Shoreline, Washington 98133-4905

Telephone (206) 801-2500 Fax (206) 801-2788 pcd@shorelinewa.gov

2/2014

- ☐ Design standards that will govern the orientation and design of buildings and other improvements including but are not limited to the following:
 - Buildings, fences, walls and other structures.
 - Landscaping.
 - Signs.
 - Lighting.
- ☐ Certificate of Sewer Availability is required for all sewer hook-ups. Contact Ronald Wastewater Management (206) 546-2494 or The Highlands (206) 362-2100.
- ☐ Fire Flow Availability: Required for all new commercial and residential construction; all commercial additions and remodels; and additions and remodels of residences where the total gross area exceeds 2,500 square feet must show the distance of the nearest hydrant and either the flow calculations or flow test results of that hydrant.
 - City of Seattle Public Utilities customers: To obtain a Water Availability Certificate, call (206) 684-5800.
 - Shoreline Water District customers: To obtain a Certificate of Fire Flow Availability, call (206) 362-8100.
 - The Highlands customers: To obtain a Water Availability Certificate, call (206) 362-2100.

Base Map for Site Plan and Civil Plan

Provide the following on both site and civil plans.

- ☐ Call Before You Dig 1 (800) 424-5555
- ☐ Project Name, address
- ☐ Name, address and telephone number of the person who prepared the site plan and a drafting date
- ☐ Engineering scale and north arrow
- ☐ Structure on adjacent lots within 50' of the site
- ☐ Property lines and dimensions (existing and proposed)
- ☐ Easements (existing and proposed)
- ☐ Location of all critical areas and buffers (if applicable) on or adjacent to the site, including proposed field marking.
- ☐ Trees to be removed and retained
- ☐ Existing rights-of-way, including alleys
- ☐ Street names
- ☐ Location, identification, dimensions of existing and proposed buildings and structures. Include projections, roof overhangs, covered breezeways and uses

- ☐ Location of rockeries and retaining walls (existing and proposed)
- ☐ Location of fences (existing and proposed)
- ☐ Driveways, internal roads, pedestrian facilities, bike facilities, and site distance for all entries onto streets (existing and proposed)
- ☐ Contours (existing and proposed): 2' spacing onsite and 5' spacing for 100' from property lines and on slopes over 15%
- ☐ Open space inventory (existing and proposed)
- ☐ Frontage improvements (existing and proposed) for curb, gutter, sidewalk, access drive and street trees

Site Plan Additional Information

- ☐ Location, identification, dimensions of recently demolished buildings
- ☐ Building set back distances for front, rear, side and rear property lines
- ☐ Type, location and dimensions of existing and proposed vehicular and bicycle parking spaces including associated walkways and location of surface and structured parking facilities
- ☐ Location of storage and garbage and recycle collection
- ☐ Tree/vegetation protection
- ☐ Identification of cultural, historic and/or archaeological resources on the site, if any
- ☐ Location and dimensions of buffers between on site uses

Civil Plan Additional Information

- ☐ Show all proposed civil work onsite and in the right-of-way
- ☐ Refer to the Record Drawings requirements that follow to ensure all necessary information is included.
 - Reference datum and control points
 - City of Shoreline standard notes
 - Soils: Quantity of cut and fill. Quantity of export and import
 - Clearing and work limits
 - Expected stockpile locations
 - Drainage design
 - Location and size of all utilities (existing and proposed) from the point of connection to the site
 - Underground power

Notice Materials

- a. Notice of Application
 1. Provide current King County Assessor's quarter-section map(s) with the subject property identified and showing all property within 1,000'

of any boundary of the subject property. Draw 1,000' boundary line on the map(s). Key the list of property owners and residents to the map(s) by the owners' tax account numbers.

- i. **Two (2) sets** of mailing labels for all property owners and residents within 1,000' of any boundary of the subject property.
- ii. A copy of the mailing label list.
- iii. A copy of the Assessor's map with the 1,000' boundary outlined.

NOTE: King County no longer provides mailing label services. Planning & Community Development can provide this for a fee of \$155.75.

2. Submit a design for the required enlarged notice signage. The applicant shall procure and post enlarged notice of application signs measuring a minimum of 4' x 4' on all sides of the parcel(s) that front on a street.
3. Applicants shall place a display (non legal) advertisement approved by the City of Shoreline in the Enterprise newspaper announcing the Notice of Application and Public Hearing.
- b. Notice of Public Hearing and Notice of Decision: The applicant is required to post notice of the Public Hearing and Decision on the site on all sides of the parcel that front on a street. Sign and materials available at the City.

Fees:

Master Development Plan Permit-\$9,345.00 (\$155.75 hourly rate, 60 hour minimum) plus public hearing (\$2,390.00).

Environmental Checklist Review-\$2,336.25 (\$155.75 hourly rate, 15 hour minimum).

NOTE: Please be sure that all drawings are clear and information is legible. Number each page consecutively and staple them together with the site plan as your first sheet. No pencil drawings will be accepted. Applications may not be accepted after 4:00 pm.

The Development Code (Title 20) is located at CodePublishing.com

Please note: Fees effective 1/2014.